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Chapter A-V 1

REQUIREMENTS FOR CERTIFICATION

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A-V 1.01 Certification. (1) **APPLICATION.** This chapter applies to:

(a) All directors, principals, supervisors, counselors, coordinators, teachers, technical advisors and experts (herein referred to as teachers) employed half-time or more by local boards of vocational and adult education.

(b) All teachers who have their initial employment in Wisconsin schools of vocational and adult education after the dates indicated below.

1. Teachers—May 2, 1953.
2. Trade and industrial coordinators and supervisors—July 1, 1955.
3. Coordinators and supervisors of homemaking, distributive, education, business education and general subjects—June 1, 1956.
4. Counselors—December 7, 1953.
5. Directors and assistant directors—July 1, 1955.

Note: Teachers employed before the above dates may elect to comply with the regulations as set forth herein, or with the regulations as set forth in Teacher Training Bulletin No. 300 revised April 1942, or Teacher Training Bulletin No. 301 revised January 1946.

(2) **DETERMINATION OF STATUS.** Teachers will be granted and will hold certification status based on their teacher training forms and transcripts as submitted to the office of the state board of vocational and adult education. Application shall be made on Teacher Training Form 6 V.S. and shall be available through local boards of vocational and adult education.

(3) **ISSUANCE OF CERTIFICATE.** Upon request of the local director, credentials of status will be issued by the state director to such teachers as qualify under the regulations as set forth herein.

(4) **APPEAL.** (a) Should any teacher feel that the status granted is not commensurate with the record submitted, appeal may be made to the state director of vocational and adult education for a review of the case by a committee on credentials. Such committee to be appointed at the time of the appeal by the state director of vocational and adult education; to be composed of a professional member of the staff of the state board of vocational and adult education; a local director; and three members who hold positions comparable to the person making the appeal.

(b) Meetings of the committees will be called by the state director of vocational and adult education.

History: Cr. Register, December, 1956, No. 12, eff. 1-1-57.

A-V 1.02 Types of certificates issued. (1) Provisional state certificates shall be valid for a two-year period renewable upon demonstration by the teacher of having satisfactorily completed the work

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required by the state board for progress toward the standard state certification.

(2) Standard state certificate shall be valid for life.

History: Cr. Register, December, 1956, No. 12, eff. 1-1-57.

A-V 1.03 Requirements for provisional state certificate. The provisional state certificate is granted to and held by all teachers who meet the following requirements and who are not yet qualified to hold the standard state certificate:

(1) Are high school graduates.

(2) Have had trade or occupational preparation as follows:

(a) Have had trade or occupational experience of a practical nature in the trade or occupation indicated on the attached summary sheet. Trade or occupational experience must be on the adult level. Practical experience in homemaking involving some degree of responsibility is considered to be:

1. Experience with entire responsibility for all homemaking activities such as would be the case were the housewife to be away or ill, or the mother to die, leaving full responsibility to be assumed by the candidate.

2. Experience as an employee in the home, responsible for certain homemaking activities such as would be the case where the candidate works with and assists the housewife but usually has delegated, or assumes, responsibilities for definite activities.

(b) Have agreed to and actually do spend one summer (3 months) during each certification period in the trade or occupation indicated on the attached summary sheet until such record shall satisfy the trade or occupational experience required for the standard state certificate, or until evidence of having attained journeyman level is demonstrated.

(3) Have had professional educational experience as follows: (Applies to directors, coordinators, and supervisors).

(a) Experience shall be in schools of vocational and adult education or the equivalent.

(b) Two years experience in schools other than schools of vocational and adult education will be considered as equivalent to one year in schools of vocational and adult education.

(c) In the case of directors, experience in other schools must have been in administration or supervision in schools with vocational and adult programs.

(4) Satisfactorily complete trade or occupational examinations within the first certification period. If there are any deficiencies, they must be made up as rapidly as possible, or in licensed occupations, hold license currently in force.

(5) Has professional preparation as follows:

(a) Have completed the college work required as indicated on the attached summary sheet.

(b) Course requirements: Agree to, and actually do spend one summer school (6 weeks) during each certification period in professional improvement along lines laid down for securing the standard state certificate. At least 6 semester hours and, where indicated, at least one, one-week institute must be taken during each certification period.

History: Cr. Register, December, 1956, No. 12, eff. 1-1-57.

Register, December, 1956, No. 12

A-V 1.04 Requirements for standard state certificate. The standard state certificate is granted to and held by all teachers who meet the following requirements:

(1) Are high school graduates.

(2) Have had trade or occupational experience of a practical nature in the trade or occupation as indicated on the attached summary sheet. Trade or occupational experience must be on the adult level.

(a) Practical experience in homemaking involving some degree of responsibility is considered to be:

1. Experience with entire responsibility for all homemaking activities such as would be the case were the housewife to be away or ill, or the mother to die, leaving full responsibility to be assumed by the candidate.

2. Experience as an employee in the home, responsible for certain homemaking activities such as would be the case where the candidate works with and assists the housewife but usually has delegated, or assumes, responsibilities for definite activities.

(3) Have had professional educational experience as follows:

(a) Experience shall be in schools of vocational and adult education or the equivalent.

(b) Two years experience in schools other than schools of vocational and adult education will be considered as equivalent to one year in schools of vocational and adult education.

(c) In the case of directors, experience in other schools must have been in administration or supervision in schools with vocational and adult programs.

(4) Have satisfactorily met the requirements of all tests in the trade or occupation taught with all deficiencies made up, or in licensed trades, hold license currently in force.

(5) Have had professional preparation as follows:

(a) Have completed the college work as required on attached summary sheet.

(b) Specific courses are required of all teachers. The numbers listed under specific course requirements on the summary sheet, refer to the following list. Those in parentheses on the summary sheet are to be taken first.

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| 1. Philosophy of Vocational and Adult Education ----- | 2 crs. |
| 2. Teaching (Subject) Methods ----- | 2 crs. |
| 3. Educational Psychology ----- | 2 crs. |
| 4. Vocational Guidance ----- | 2 crs. |
| 5. Job Analysis ----- | 2 crs. |
| 6. Organization of Content Material for Teaching ----- | 2 crs. |
| 7. Elective ----- | 2 crs. |
| 8. Methods and Practices in Teaching Office Machines ----- | 2 crs. |
| 9. Driver Education (Basic Course) ----- | 2 crs. |
| 10. Driver Education (Advanced Course) ----- | 2 crs. |
| 11. Safety Education ----- | 2 crs. |
| 12. Psychology of the Handicapped ----- | 2 crs. |
| 13. Curriculum Construction ----- | 2 crs. |

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14. Organization and Administration of Distributive Education Programs ----- 2 crs.
15. Techniques of Appraising and Counseling ----- 2 crs.
16. Occupational and Educational Information ----- 2 crs.
17. Mental Hygiene or Personal Structure ----- 2 crs.
18. Educational Measurement ----- 2 crs.
19. Coordination ----- 2 crs.
20. Educational Supervision ----- 2 crs.
21. Educational Administration ----- 2 crs.
22. Principles of Guidance ----- 2 crs.
23. Survey Procedures ----- 2 crs.
24. Institute X—Selection and Organization of Subject Matter 1 week
25. Institute Y—Shop and Laboratory Organization and Management ----- 1 week
26. Institute Z—Evaluation Techniques and Practices ----- 1 week

Note: Where courses taken have different titles than listed above, substitutions will be made if content is similar. (Evaluation of in-service training program, special institutes, etc., may be made in individual cases.)

History: Cr. Register, December, 1956, No. 12, eff. 1-1-57.

SUMMARY OF REQUIREMENTS TO BE MET BY TEACHERS IN WISCONSIN SCHOOLS OF VOCATIONAL AND ADULT EDUCATION

(Applies to all teachers employed after March 2, 1953)

		PROVISIONAL STATE CERTIFICATE (Valid for Two-Year Periods—Renewable)		STANDARD STATE CERTIFICATE (Valid for Life)			
		Trade or Occupational Experience	College Course or Degree	Trade or Occupational Experience	Trade or Occupational Examination	Professional Experience	a. College Course or Degree b. Specific Requirements
Teachers of Trade and Industrial Subjects	Plan I	One and one-half (1½) years in trade or industrial occupations	Four-year college degree Major: Industrial Education, Technical Work or Engineering	3 years in trade or industry	Written, Performance, Oral	3 years	a. Bachelor's degree Major: Industrial Education, Technical Work or Engineering b. (1, 2), 3, 4, 5, 6
	Plan II	Apprenticeship plus one and one-half (1½) years in trade or industrial occupations	None	Apprenticeship plus 3 years in trade or industry	Written, Performance, Oral	3 years	a. None b. (1, 2), 4, 5, 6, 7, 24, 25, 26
Teachers of Related Trade and Industrial Subjects		Six months in trade or industrial occupations	Four-year college course Major: Mathematics, Science, Technical Engineering	1 year in trade or industrial occupations	Written, Oral	3 years	a. 4 year college course Major: Mathematics, Science, Technical or Engineering b. (1, 2), 3, 4, 5, 6
Teachers of Distributive Education	Plan I	One and one-half (1½) years in sales or retail field	Four-year college course Major: Commercial Education	3 years in sales or retail field	Written, Oral	3 years	a. 4 year college course Major: Commercial Education b. (1, 2), 3, 4, 5, 6, 14
	Plan II	Five years in sales or retail field	None	5 years in sales or retail field	Written, Oral	3 years	a. None b. (1, 2), 4, 5, 6, 14, 24, 25, 26

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SUMMARY OF REQUIREMENTS TO BE MET BY TEACHERS (Continued)

		PROVISIONAL STATE CERTIFICATE (Valid for Two-Year Periods—Renewable)		STANDARD STATE CERTIFICATE (Valid for Life)			
		Trade or Occupational Experience	College Course or Degree	Trade or Occupational Experience	Trade or Occupational Examination	Teaching Experience	a. College Course or Degree b. Specific Requirements
Teachers of Business Education Subjects	Plan I	6 months involving office occupation skills	Four-year college course Major: Business Education	1 year involving office occupation skills	None	3 years	a. 4 year college course Major: Business Education b. (1, 2), 3, 4, 6, 8
	Plan II	5 years involving office occupation skills	None	5 years involving office occupation skills	Written Performance Oral	3 years	a. None b. (1, 2), 4, 6, 7, 8, 24, 25, 26
Teachers of Homemaking		6 months homemaking responsibility	Four-year college course Major: Homemaking Education	1 year homemaking responsibility	None	3 years	a. 4 year college course Major: Homemaking Education b. (1, 2), 3, 4, 6
Teachers of General Adult and Special Subjects		None	Four-year college course Major: Field of Specialization	None	None	3 years	a. 4 year college course Major: Field of Specialization b. (1, 2), 3, 4, 6
Teachers of Driver Education	Plan I	2 years satisfactory driving experience just prior to employment, attested to by State Motor Vehicle Department. Hold valid Wisconsin Driver's License.	Four-year college course Basic driver education course	2 years satisfactory driving experience just prior to employment attested to by State Motor Vehicle Dept.	Hold valid Wisconsin Driver's License	3 years	a. 4 year college course b. (9), 1, 3, 4, 10, 11
	Plan II	At least 25 years of age. 2 years satisfactory driving experience just prior to employment, attested to by State Motor Vehicle Department. Hold valid Wisconsin Driver's License.	High school graduation or equivalent. Basic driver education course	At least 25 years of age. 2 years satisfactory driving experience just prior to employment attested to by State Motor Vehicle Dept.	Hold valid Wisconsin Driver's License	3 years	a. None b. (9), 1, 4, 10, 11 Three 30-hour institutes or clinics in Driver Education
Teachers of Homecraft		None	Four-year college course at recognized school of Art Major: Arts and Crafts	None	None	3 years	a. 4 year college course at recognized school of Art Major: Arts and Crafts b. (1, 2), 3, or 12, 4, 5 or 13

SUMMARY OF REQUIREMENTS TO BE MET BY TEACHER-COORDINATORS IN WISCONSIN SCHOOLS OF VOCATIONAL AND ADULT EDUCATION

	PROVISIONAL STATE CERTIFICATE (Valid for Two-Year Periods—Renewable)		STANDARD STATE CERTIFICATE (Valid for Life)			
	Trade or Occupational Experience	College Course	Trade or Occupational Experience	Trade or Occupational Examination	Teaching Experience	a. College Course b. Specific Courses
Teacher—Coordinator of Trade and Industrial Subjects	One and one-half (1½) years in trade or industrial occupations	Four-year college degree Major: Industrial Education, Technical work or Engineering	3 years in trade or industrial occupations	Written, Performance Oral	3 years	a. Same as Provisional b. 1, 2, 3, 4, 5, 6, 19, 20
Teacher—Coordinator of Distributive Education Subjects	One and one-half (1½) years in sales or related field	Four-year college degree Major: Commercial Education	3 years in sales or related field	Written, Oral	3 years	a. Same as Provisional b. 1, 2, 3, 4, 5, 6, 19, 20
Teacher—Coordinator of Business Education Subjects	One year involving office occupational skills	Four-year college degree Major: Business Education	One year involving office occupational skills	Written, Performance, Oral	3 years	a. Same as Provisional b. 1, 2, 3, 4, 5, 6, 19, 20
Teacher—Coordinator of Homemaking Subjects	Six months homemaking experience	Four-year college degree Major: Homemaking Education	One year homemaking	None	3 years	a. Same as Provisional b. 1, 2, 3, 4, 6, 19, 20
Teacher—Coordinator of General Subjects	One year—adult level	Four-year college degree Major: Field of Specialization	One year—adult level	None	3 years	a. Same as Provisional b. 1, 2, 3, 4, 5, 6, 19, 20

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SUMMARY OF REQUIREMENTS FOR CERTIFICATION OF DIRECTORS, COORDINATORS, SUPERVISORS, AND COUNSELORS

(Applies to Counselors employed after December 7, 1953, Directors and Trade and Industrial Coordinators and Supervisors employed after March 3, 1955, all other Coordinators and Supervisors employed after June 1, 1956)

	PROVISIONAL STATE CERTIFICATE (Valid for Two-Year Periods—Renewable)			STANDARD STATE CERTIFICATE (Valid for Life)		
	Trade or Occupational Experience	Professional Educational Experience	Professional Preparation	Trade or Occupational Experience	Professional Educational Experience	Professional Preparation
Directors	3 years—adult level	3 years—full time	a. Bachelor's degree b. Specific courses: 1, 2, 3, 4, 5, 6	3 years—adult level	a. Teaching—3 years full time b. Director—3 years	a. Bachelor's degree plus Master's degree b. Specific courses: 1, 2, 3, 4, 6, 19, 20, 21, 23
Trade and Industrial Coordinators and Supervisors	3 years in trade or industrial occupations	3 years in trade and industrial subjects	a. Bachelor's degree b. Specific courses: 1, 2, 3, 4, 5, 6	3 years in trade or industrial occupations	a. Teaching—3 years in trade and industrial subjects b. Coordinator or supervisor—3 years	a. Bachelor's degree plus graduate work, 30 hours b. Specific courses: 1, 2, 3, 4, 5, 6, 19, 20, 23
Homemaking Coordinators and Supervisors	12 months—homemaking responsibility	3 years in homemaking subjects	a. Bachelor's degree b. Specific courses: 1, 2, 3, 4, 5, 6	12 months of homemaking responsibility	a. Teaching—3 years in homemaking subjects b. Coordinator or supervisor—3 years	a. Bachelor's degree plus graduate work, 30 hours b. Specific courses: 1, 2, 3, 4, 6, 7, 19, 20, 23
Distributive Occupations Coordinators and Supervisors	3 years in distributive occupations	3 years in distributive occupations subjects	a. Bachelor's degree b. Specific courses: 1, 2, 3, 4, 5, 14	3 years in distributive occupations	a. Teaching—3 years in distributive occupations subjects b. Coordinator or supervisor—3 years	a. Bachelor's degree plus one year graduate work b. Specific courses: 1, 2, 3, 4, 5, 6, 14, 19, 20, 23
Business Education Coordinators and Supervisors	1 year—business	3 years in business education subjects	a. Bachelor's degree b. Specific courses: 1, 2, 3, 4, 5, 8	1 year in business	a. Teaching—3 years in business education subjects b. Coordinator or supervisor—3 years	a. Bachelor's degree plus one year graduate work b. Specific courses: 1, 2, 3, 4, 6, 8, 19, 20, 23
Supervisors of General Subjects and Special Subjects	1 year—adult level	3 years in general subjects or special subjects	a. Bachelor's degree b. Specific courses: 1, 2, 3, 4, 6	1 year—adult level	a. Teaching—3 years in general subjects or special subjects b. Supervisor—3 years	a. Bachelor's degree plus one year graduate work b. Specific courses: 1, 2, 3, 4, 6, 19, 20, 23
Counselors of Occupational Information and Guidance	1 year—adult level	2 years—full time	a. Bachelor's degree b. Specific courses: 4 or 22, 15	1 year—adult level	a. Teaching—2 years b. Counselor—3 years	a. Bachelor's degree plus graduate work, 30 hours b. Specific courses: 1, 4 or 22, 15, 16, 17, 18